



# DEPARTMENT OF THE NAVY

COMMANDER MOBILE MINE ASSEMBLY GROUP

CHARLESTON, S.C. 29418-6171

IN REPLY REFER TO:

COMOMAGINST 10124.1

Code 5

07 JUL 1992

## COMOMAG INSTRUCTION 10124.1

Subj: ISSUE, CONTROL AND RETURN OF ORGANIZATIONAL ISSUE MATERIAL

Ref: (a) NAVSUP P485 of 15 Nov 89

Encl: (1) Foul Weather and Special Clothing Custody Card

1. Purpose. To establish procedures for issue, control and return of Organizational Issue Material.
2. Effective Date. This instruction is effective upon receipt.
3. Discussion. Organizational Issue Material is easily pilfered and as such requires special handling and control in accordance with reference (a).
4. Responsibilities

a. Supply Officer:

(1) Be responsible for overall control of all organizational material.

b. Department Heads:

(1) Be responsible for issuance of all organizational material within their control. Prior to assigning gear to an individual, it must be stenciled with at least 1 1/2 inch, but not more than 2 inch letters/numerals in the following format:

COMOMAG  
SERIAL NUMBER

EXAMPLE: COMOMAG  
001

(2) Maintain accurate records for issuance and receipt of gear using an Issuance Log and Custody Cards.

b. Responsibility for clothing:

(1) Foul Weather Gear will be kept clean by the individual who checked it out, and will be cleaned prior to returning it to the Sail Locker. Personnel issued special clothing are responsible for its safekeeping and for its return prior to checking out of the command or when directed to do so by the Custodial Department. All issued clothing not returned, or returned in

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unsatisfactory condition subjects the individual to disciplinary action and/or pay checkage procedures, as governed by applicable directives.

  
D. J. POWERS

Distribution:  
List I (Case A)

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FOUL WEATHER AND SPECIAL CLOTHING CUSTODY CARD

Name: \_\_\_\_\_ Rate: \_\_\_\_\_ Division: \_\_\_\_\_

Item: \_\_\_\_\_ Number: \_\_\_\_\_

1. I acknowledge receipt of the above listed item of special clothing.
2. I will return all special clothing when directed and understand that any loss or failure to return clothing may result in disciplinary action and/or checkage of pay.

\_\_\_\_\_  
Signature